

# APPLICATION FOR RECORDS DISPOSITION STANDARD

**INSTRUCTIONS:** Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

<p>3. Dept., Division, Subdivision &amp; Administering Office Address</p> <p><b>MARTA</b>  <b>100 Peachtree St., N.W.</b>  <b>Suite 1300</b>  <b>Atlanta, GA 30303</b></p>		<p><b>FOR RECORDS MANAGEMENT DIVISION USE</b></p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Date Received</td> <td style="width: 33%;">Application No.</td> <td style="width: 33%;">Date Completed</td> </tr> <tr> <td>APR 01 1976</td> <td><b>74-261A</b></td> <td>APR 6 1976</td> </tr> </table> <table style="width: 100%;"> <tr> <td style="width: 50%;">1. Application</td> <td style="width: 50%;">2. Dept. Application No.</td> </tr> </table>		Date Received	Application No.	Date Completed	APR 01 1976	<b>74-261A</b>	APR 6 1976	1. Application	2. Dept. Application No.
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<p>4. Person to Contact</p> <p><b>Douglas M. Haire</b></p>	<p>5. Working Title</p> <p><b>Records Management Analyst</b></p> <p>6. Telephone Number</p> <p><b>586-5260</b></p>										
<p>7. Action Requested</p> <p>a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.</p> <p>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.</p> <p>c. <input checked="" type="checkbox"/> Amend Application No. <b>74-261</b> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void</p>											
<p>8. Dates of Series</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Earliest</td> <td style="width: 50%;">Latest</td> </tr> <tr> <td><b>1972</b></td> <td><b>Present</b></td> </tr> </table>	Earliest	Latest	<b>1972</b>	<b>Present</b>	<p>9. Records Series Title (followed by title used in office; if different) <b>Authority-wide standard</b></p> <p><b>Division Directors' General Subject File</b></p>						
Earliest	Latest										
<b>1972</b>	<b>Present</b>										
<p>10. Division and Office Function What is the function of the Division and the Office in which this record series is created?</p> <p><b>The Division Directors are responsible for administering and coordinating the various functions of the Authority. This includes implementing, coordinating, and administering the operations and management of the daily activities of the Authority.</b></p>											
<p>11. Record Series Description This file contains the following documents (include form numbers and titles, if any):          Attach samples of the file.</p> <p>Documents relating to: <b>all areas and responsibilities of the separate divisions of the Authority.</b></p> <p>Included are: <b>divisional policies and procedures, directives, speeches, appointments, studies, reports, and general correspondence.</b></p> <p>File is arranged: <b>alphabetically, by subject, by year.</b></p>											
<p>12. Monthly Reference Rate How often are records referred to which are:</p> <p>One to six months old <b>5</b> ; Seven to twelve months old <b>3</b> ; Thirteen to twenty-four months old <b>0</b> ;          twenty-five months and older <b>0</b> ?</p>											
<p>13. Annual Rate of Accumulation of Records</p> <p>Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____</p>											

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements      The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Possible historical value.

16. Approved Disposition Instructions      This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention;

☐ Other (Specify)

Except the Division of General Services, which is to cut off file series at end of each fiscal year; hold in current file area 1 year; then transfer to the State Records Center; hold 5 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS		
Approved	Department Records Management Officer	Date
Approved	Legal Counsel	Date
Approved	Division Head/Designee	Date
Approved	Department Head/Designee	Date
Approved	Records Management Analyst	Date
Approved	Division of Audit	Date
Approved	Department of Archives and History	Date
Approved	MARTA Management Advisory Committee	Date

*Wayne P. Crowder* 3-31-76  
*William V. Casarich* 4-1-76  
*Carroll Hart* 4-6-76  
*Douglas M. Hearn* 3-31-76

# Application for Records Disposition Standard

marta

Department, Name, and Full Address

MARTA  
100 Peachtree, Suite 1300  
Atlanta, Georgia 30303

For Records Management Division Use  
Date Received Application No. Date Completed  
JUL 23 1974 74-261 JUL 25 1974

Appl. Date Telephone & Ext. Name Person to Contact Working Title  
7-12-74 522-4460 X347 Douglas M. Haire, Records Management Analyst

Inclusive Dates of Series Exact Series Title  
1972 to present Division Director General Subject File (Authority-Wide Standard)

Action Requested ☒ Establish Disposition Standard Record will continue to accumulate ☐ Dispose of Present Accumulation; No Further Accumulation Anticipated

What is the function of the office in which this record series is created?  
*Amends any other Division Director's General Subject File std.*

The Division Directors are responsible for administering and coordinating the various functions of the Authority. This includes implementing, coordinating, and administering the operations and management of the daily activities of the Authority.

This file contains the following documents:

Documents relating to all areas are the responsibility of the separate divisions of the Authority. Series includes policies, procedures, directives, speeches, appointments, studies, and correspondence. File is arranged alphabetically by subject by year.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers									
Legal-Size File Drawers					Annual Rate of Accumulation				
					Floor Space Occupied (Square feet)				
					Average Daily References				
					This Years	Last Years	Preceding Years	All Prior Years	

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☒ Yes ☐ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? ☐ Yes ☒ No
- 18 Could the function be performed if the files were lost or destroyed? ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☒ Yes ☐ No

24 REQUIREMENTS:

The following requires the files to be kept Perm years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

State Archives has determined that these files are of historical value.

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☒ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other \_\_\_\_\_, then:

☒ Hold in the current files area 1 months/years; then ☐ Transfer to State Records Center;

☐ Hold \_\_\_\_\_ months years; then ☐ Destroy; ☒ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

Date

Approved Division Head / Designee

Date

Approved Department Head / Designee

Date

Approved Records Management Analyst

Date

Approved Legal Counsel

Date

Approved Division of Audit

Date

Review / Approval by Department of Archives and History

*Carroll Hart July 25, 1974*

Recommendations:

Approved MARTA Management Steering Committee